

**MEET THE MEDICAL
HUMAN RESOURCES
TEAM**

GENERAL NEWS



SANC 2007

Please fax your SANC 2007 licence to your local Medi-Nurse office before the end of April 2007.

Please note without this licence we cannot provide placements for you.

IRP5

IRP5's will be available from 30 April at your local Medical Human Resources office.

Indemnity

Renewal of Licence for Alexander Forbes (Medi-Nurse) must be done during April at our local office. Fax proof of payment via EFT or bank deposit to your local office, indicating your Medi-Nurse number in the reference column. It is your responsibility to ensure that you have adequate cover and to report any incident to the insurer as soon as possible, irrespective of whether you may consider it a trivial matter or not. This would give you peace of mind.

Uniforms

Please adhere to the Medi-Nurse Prescribed Dress Code. This policy is available at your local Medi-Nurse offices or at our clients' institutions and you should familiarise yourself with it. Please note that Croc shoes will not be allowed.

Lunch times

Please take note that at some institutions, lunch times will not be paid.

Pay advice

Pay advices are available on request; please contact your local office.

Pay dates

Payments will be made on Friday, with the exception of a week with a public holiday, in which case payment will be made on Saturday due to time constraints.

Training

We require of Medi-Nurse panel members to attend at least three workshops per year. Training programmes are available at your Medi-Nurse local office and on clients' notice boards.

Availability

Please contact our office or send us an sms regarding your availability. This will help both you and us to ensure successful placements.

Personal details

Please contact our offices with your change of details, whether it is bank/telephone/ address etc, as this facilitates better communication. Proof of a new qualification must be send to our office to ensure that the correct tariff is being paid to you.

Injury on duty

Injuries on duty of all Medical Human Resources (Medi-Nurse/Staff) panel members are dealt with in the same way as injuries to the client's/hospital's personnel. All relevant cost will be paid by MHR according to our policy. Please contact the Medi-Nurse/Staff office for assistance if you sustain an injury (needle stick etc.)

Double bookings

Please do not double book yourself as this may lead to not arriving on duty and subsequent miscommunication.

Self-cancellations

Please do not send an SMS to self-cancel. You must contact your local office.

International Nurses' Day (Western Cape)

Medi-Nurse Western Cape invites you to a Gala Dinner on 12 May 2007. Tickets are available (R60/person) at our office. Please book soon to avoid disappointment

Medi-Nurse cell phone

Please call the landline numbers as indicated on this newsletter during office hours, the cell phone is only in use after hours

Western Cape Coordinators:

1. Arina Bothma; 2 Lynette Rainers;
- 3 Adonia Saayman;
4. Libby Brevis;
5. Mishqua Thomas

Western Cape Recruiters:

6. Anita Hanekom;
7. Tilla Baard

In every issue a department of Medical Human Resources will be introduced.

Meet the Medi-Nurse coordinators and Medi-Staff recruiters

